the edison report

Will My INFORMATION Be SAFE??

Moving to a Web-based system has many advantages - more streamlined processes, less redundant data entry, and quicker access to information when you need it. Along with the many positive aspects of Edison and its Internet availability, there is also an additional level of protection and security that is needed for a Web-based system.

We all have all heard about hackers trying to break into secure data systems. The State takes the security of its data responsibilities very seriously. Despite these challenges, we are confident that Edison will withstand potential threats to the system and the information it contains.

Security is of utmost importance to Project Edison, the State of Tennessee and its employees. To that end, we are implementing Edison using industry best practices and accepted procedures to protect your personal information. Project Edison has taken numerous measures to ensure that data is safe and secure. Below are some of the ways this will be achieved:

1) Unique Employee IDs. Some of the current legacy systems use the Social Security numbers in the employee's authentication or sign-on process, which can result in inadvertent distribution of this number. In the new system, Social Security numbers will not be used for employee authentication. Instead, Edison will generate unique employee IDs that stay with the employee regardless of position or department. This will help keep your Social Security number more secure. To access Edison applications, employees will be assigned unique user IDs and secure passwords.

2) Multi-layered Security. All of the data inside Edison is stored within the State's Data Center behind several layers of physical and network security. The information is kept on reliable and redundant disks that are backed up nightly. Additionally, all online communication between Edison and the users is encrypted to keep the communication session and information secure.

3) User Profiles. Each employee is assigned a unique profile that ensures employees only have access to the appropriate portion of their own agency's information and the tasks necessary to do their job. For instance, if an employee performs payroll functions at TDEC, he/she won't be able to access information for any other agency.

Letter from the Director

We are at an exciting phase of the Project as we prepare for end-user training, and continue to conduct testing for the HCM modules. We are proud of the progress we have made and are confident about the steps that lie ahead and appreciate the tremendous agency participation and support received.

End-user training, which begins in September, is a key component to the successful implementation of the Edison system. In this newsletter, we address where we are with training and why it is so important.

Because Edison is a Web-based system, we have received numerous questions about the security of the application. Security is of utmost importance to Project Edison, and we hope you will read our feature article about the measures we are taking to protect the system and your personal information.

Currently, we are working with agencies to compare legacy administrative business processes with Edison business processes and determine a plan for moving to the new processes. This important assignment gives agencies the opportunity to evaluate and potentially streamline the ways in which they conduct business. In addition to the changes Edison is facilitating, we are also working with

Will My Information Be Safe?

Many people who currently use Internet accessible systems will be glad to hear that Edison's systems are using similar security tools and processes. In fact, the most important security tool is you! It is an employee's responsibility to keep his/her Edison user ID and password confidential and secure. It is a violation of State policy to reveal your Edison password to another person or give another person access using your Edison user ID.

Project Edison is geared to provide employees with many benefits through Employee Self Service, such as viewing your pay stub and checking your leave balances. These are just a few of the many ways Edison empowers you to manage your personal information. It is our goal to provide employees with these conveniences in a secure environment. These measures, along with numerous phases of system testing, will help keep personal and State information safe and confidential.

Testimonials

"It is clear that you have spent considerable time, effort, and thought in designing the business processes for benefits utilizing the PeopleSoft software. We appreciate your dedication to seeing that our business is handled appropriately under Edison. Thank you for the completed design documents book."

Bob Smith
F&A - Division of Insurance Administration

"I looked through the recent Edison report and really like the idea of the many ways that employees will be able to provide our own services. I like the additional flexibility that we will have such as being able to deposit our paycheck into more than one account. Online pay statements and the ability to update our own personal information are great, too. Thanks for all the hard work your team is doing to enable State employees to update our own personal information and have more flexibility."

Mary L. Morris
F&A - Office for Information Resources

Letter from the Director

agency Liaisons to map the roles of State employees who perform Human Capital Management functions.
Once those employees and their job responsibilities are identified, we will be able to enroll them in training and assign them their necessary security access.

The implementation of Edison will not only provide an easy-to-use software solution, but it will also help the State of Tennessee improve our administrative processes and ultimately, how we serve our citizens. It is our hope that agencies take advantage of the new technology Edison has to offer in developing a new and more effective way to do business.

We would like to thank the agency Liaisons, Agency Implementation Teams (AITs) and other business process owners for all of your work on these assignments. We are confident that your diligence with these efforts will help make the Project a resounding success.

Please remember to visit our intranet site, http://intranet.state.tn.us/erp, for ongoing updates and FAQs about the Project. As always, feel free to contact us at edison@state.tn.us with any questions, comments or concerns. We welcome your feedback and we encourage you to share your thoughts with us. Thank you for your support!

Sincerely,

Stephanie Richardson
Project Director

Edison Training Update

Edison end-user training, which begins in September for the HCM modules, is a vital component to the success of the Project. Training will teach employees how to do their job using the Edison application and will give employees a first look at how the system and business processes will work.

With Edison end-user training quickly approaching, Project Edison staff members are working diligently to prepare for this very important effort. Before training can begin, we will train Agency Training Coordinators (ATC) to enroll learners into the Human Capital Management (HCM) training classes. On July 30, we began training the ATCs on the PeopleSoft Enterprise Learning Management (ELM) module. This is the same module that the State will use after Go-Live to administer training.

Edison has developed 22 courses to teach HCM employees how to use the new system. By mid-August, the course catalog will be entered into the ELM system and Training Coordinators will begin using the system to enroll employees into their specified training courses. Using the current role mapping information being provided by State Agencies, we will provide ATCs with information regarding what classes each employee needs to take. The classes for each employee will be determined based on an employee's responsibilities and the tasks needed to perform the job accordingly. Most core administrative users will take an average of two courses to be able to fulfill their current job function.

Agency Training Coordinators will enroll employees or "learners" into the necessary training courses. HCM training will begin in September and will continue through January 2008. Employees will be notified by an e-mail generated through the Edison ELM system about when they are scheduled to attend training.

Training will be offered at locations throughout the State thanks to agencies that are allowing Edison to use their facilities. Training will also be offered at the State's new training facility in the Tennessee Tower. The new facility, which will be available in October, will host the majority of training in Nashville.

Following their training classes, employees will have the chance to practice what they've learned using a test environment, or "sandbox." Because the sandbox will contain test data, employees can feel comfortable practicing their exercises without worrying about impacting the actual Edison environment. Along with the sandbox, Edison will make the User Productivity Kit (UPK) available to employees. The UPK courses will provide instructions on how to execute the training exercises as opposed to the "open" sandbox environment. An example of UPK can be found on the Edison Intranet site at http://intranet.state.tn.us/erp/upkdemo.html.

Edison Training Timeline

HCM Go Live Jan 1, 2008

Begin Phased Fin/Pro/Lg Go Live July 15, 2008

2007   2008

ATC Training Begins July 30, 2007

HCM Training Begins Sept. 2007

Fin/Pro/Lg Training Begins March 2008
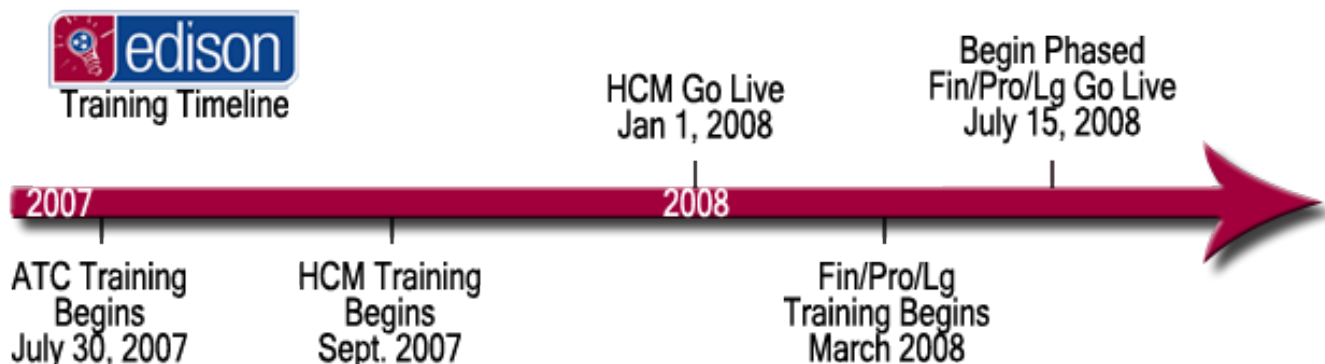
Edison Technical Talk

From designing the technical architecture to configuring the various levels of security access, the technical team is responsible for making sure Edison will be able to function properly when it goes live in January. The Edison technical team is made up of four areas of responsibility - application administration, development, security and quality assurance (QA) / project coordination. Below you will find information about some of the responsibilities of each of these Edison technical groups and some activities in these areas.

The Application Administration Team

1. Designs and installs application architecture (this is nearing completion).
2. Conducts load/performance testing for the architecture supporting the production instance (preparation is underway for the test that will confirm performance for Phase I Edison applications. Testing will start in the last week of July and extend into October to help ensure Phase 2 requirements are incorporated).
3. Participates in technical training on a host of new technologies from Oracle RAC to Service Oriented Architecture.
4. Implements change control for all Edison applications using the Quest Stat tool.

The Application Development Team

1. Focuses on data conversion from legacy systems through a process of extraction, translation, staging and component load steps to populate new Edison applications.
2. Uses PeopleTools, PeopleCode and other products to create customizations of functionability, interfaces and operational environments.

3. Supports development of appropriate data repositories that will allow productive use of multiple reporting tools provided with the various Edison applications.

The Security Team

1. Configures role and row level security for all applications.
2. Confirms navigation to applications and use of the PeopleSoft portal from the Internet and Intranet.
3. Coordinates approval of application user IDs and passwords.
4. Identifies security management tools and processes.
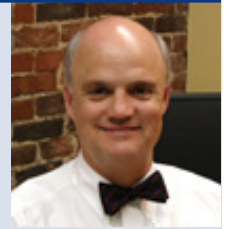5. Ensures separation of responsibility for application access processes.

The QA/Project Coordination Team

1. Identifies & coordinates implementation of application support methodology.
2. Documents and coordinates activities that are required to support the Edison primary project structure.
3. Helps define operational processes that will be required for production.
4. Works with State audit groups to help identify technical and functional audit processes.

In each edition of the newsletter, we will address various technical issues of importance to agencies, especially within the ISM community. If you have questions or topics that you would like to see in future editions of the newsletter, please e-mail us at edison@state.tn.us. Additionally, we invite you to visit the technical page on the Edison Intranet site at http://intranet.state.tn.us/erp.

Agencies Meet to Begin Business Process Implementation

On June 8, 2007, approximately 200 agency Liaisons and Agency Implementation Team (AIT) members met with staff from the Edison Human Resources/Payroll/Benefits areas. This meeting was a kick-off planning session to begin an analysis within their agencies for business process changes brought about by Edison.

The primary presenters for the day were John Moore, manager of Edison Human Resources, and Patrice Steinhart, manager of Payroll/Benefits. The purpose of the day was to highlight changes created by the new system, and to give the agencies additional details about the process.

Using the documentation supplied by the Edison team, the AIT members were then led through a sample process of how to analyze the changes, determine the impacts on the agency, and to develop plans for the agencies to best accommodate the noted changes. In the meeting, the agency teams were given some time to practice an analysis exercise on one of their business processes. It was expected that the agency would likely need much more time and additional agency staff to complete the plan for just one changed process. There were many processes to consider. The completed Business Process Analysis plan or Action Plan for each agency was due on July 16.

In addition, Edison invited Dr. Barry Bales to address the group and provide comments throughout the day. Dr. Bales is an expert on large-scale change management efforts, such as the one the State is now going through, and was able to offer participants effective methods to help their agencies deal with the changes.

"A lot of information was presented to the agencies today," said Judy Muth, manager of the Edison Enterprise Readiness Team, "but this is one of the most critical planning processes for the agencies. This is where the agency business leaders must decide how Edison is going to best fit within their internal procedures."

Each agency left the day with a binder of business process documentation, and guidelines and templates to complete the agency planning process. The Edison Agency Change Experts (ACEs), working through the Agency Liaisons, are following up to ensure the agency was receiving the support it needed.

"When agencies have completed their business process analysis and planning, and have begun carrying out their plans, the Edison training classes coming in the Fall will be much more meaningful," Judy said.